

# INSTRUCTIONS FOR VOCATIONAL EDUCATION FOLLOW-UP REPORT

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## Follow-Up Report Deadline: February 17, 2003

**If you have follow-up questions contact:** Stuart Hillman  
shillman@mail.dese.state.mo.us  
(573) 751-3524

**For technical assistance contact:** Michelle Baumstark  
mcorcora@mail.dese.state.mo.us  
(573) 526-1820

**NOTE:** Beginning with 2002 graduates, Adult and Postsecondary follow-up will be collected using the DESE CoreData web application system. Data will be collected by individual student on screen 29 of CoreData. The students will be grouped by Program Type and CIP code. Instructor names will no longer be tied to Adult Programs. Program level percentages will be calculated from the individual data, and will no longer be collected separately. **Each student may be reported in only one vocational education program (CIP code) for follow-up.** This report also replaces the Placement section of the Postsecondary Perkins Accountability Report. **Adult programs only report follow-up if students clock more than 500 hours of class time.**

**Using the System:** An institution's Authorized Representative will log into the DESE CoreData Collection system and either enter the data using the web application or verify and correct uploaded data. (Instructions for uploading are included in the uploading section of this document.) All institutions *must* enter contact information into the web application and certify that the data entered is correct.

*Contact Information* is collected within the August cycle set of screens. You will need to select the August cycle from the cycle dropdown in order to view the screen selection list for August. Institutions must report address, and administrator data on screen 02, screen 08 and screen 04. Core Data and VEDS contact information must be reported on screen 03. If data is already entered on these screens for your institution, please verify the information is correct. We will send updates to these addresses. Institutions will need to update this information each year.

Once contact information has been entered, the user will need to select the February cycle. This is the cycle that will be collecting Screen 29/Follow-up data.

Once the user has selected Screen 29 from the February screen options, institutions will select the Program Type and the CIP code of a program using the dropdown lists at the top of the page. Students can then be added by filling in a blank row. There is a delete button to the right of each saved student. Each page of a CIP code will contain 20 lines. If there are more than 20 students in one program, the list will expand to multiple pages, accessible with "Next" and "Prev" buttons. If you fill all of the blanks for a CIP code, pressing the "Next" button will create a new blank

page. Changing pages will discard anything that isn't saved, so hit 'Save' before changing pages. The 'Next' and 'Prev' buttons also perform the 'Save' function.

Special Populations are reported as Yes/No status for each student with Checkboxes will default to 'No' if the status is not changed. The Special Populations correspond with the Perkins Grant. The definitions are included in this document.

Institutions will report the following information for each student:

- Last Name
- First Name
- Social Security Number
- Gender
- Race
- Perkins Concentrator Status
- Disabled Special Population Status
- Disadvantaged Special Population Status
- Single Parent Special Population Status
- Nontraditional Special Population Status
- Displaced Homemaker Special Population Status
- LEP Special Population Status
- Other Special Population Status
- Placement description
- 5 digit postal Zip code of placement location

[illegible]

## BUTTONS:

 Save

The 'Save' button saves all data. Edit checks are run on the saved data and reported back on the standard error screen. Leaving this CIP code without hitting save will lose all changes.

 Prev

 Next

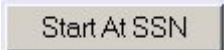
The 'Next / Prev' buttons allow one to step through the data entered within current CIP code. The 'Prev' Button does not appear if there is only one page in current CIP code. If you are on the last page of a CIP code, the 'Next' button opens up to an additional 20 lines that can be used to enter student data. Once this button is pressed, an additional 20 lines at a time will be opened up until the maximum of 250 lines has been reached.

 X

DELETE – To delete, click on the X button on the desired row. A dialog box will ask whether the delete is really desired and that it will also be deleting any associated records. OK to confirm delete or Cancel to not delete.

 Edits

After the user clicks "save" and if there are any errors the edit button will display and the user will click to read the edit.

 Start At SSN

Allows the user to find a SSN within a CIP Code. The SSN entered will appear at the top of the list with all SSNs greater than appearing below it. To return to the top of the list select the button again.

 Help

Accesses a document to help users better understand the contents of the page. *This button is currently not functional. The document can be accessed by visiting:*

<http://www.dese.state.mo.us/divvoked/resources.htm>

## ITEM DEFINITIONS:

**District:** – County-district code and name of educational institution. (Display only, based on logon User ID.)

**Year:** – School year within which data are collected, also called the Reporting Year. (Select from dropdown list.)

**Cycle:** – Cycle in which data are collected. (Select from dropdown list.)

**Status:** – Current status of district's data for cycle selected. (Display only.)

**Graduation Year** – (Display only, based on Reporting Year) The year in which the students completed the vocational program. Controlled by the reporting year.

**Graduates Entered** – (Display only, calculated.) The count of students entered under this CIP code.

**Selection Criteria:**

**School** – 4-digit school number and name of attendance center. (Select from dropdown list.)

**Program Type** – 4-digit Program Type number and short title for the program area. (Select from dropdown list.) The first two numbers are the Program Area. The last two numbers are the Type (Adult or Postsecondary.) Adult Programs have Type “10.” Postsecondary Programs have Type “07.” The full list is below. Each Program Type has a list of possible CIP codes, which will appear in the CIP dropdown.

**CIP Code** – 6-digit Federal Classification of Instructional Programs (CIP) code and an abbreviation of that code’s title. (Select from dropdown list.) The items in this list depend upon the Program Area selected. Programs classified under the same CIP code are reported together. A list of the active CIP Codes (CIP 2000) is available at:

[http://www.dese.state.mo.us/divvoted/Resources/cip\\_2000.pdf](http://www.dese.state.mo.us/divvoted/Resources/cip_2000.pdf)

**Requested Data Fields:**

**Last Name** – The student’s family name or sir name.

**First Name** – The student’s given name.

**SSN** – The student’s Social Security Number. This is the key student identifier and all students entered within a CIP Code will be sorted by SSN. SSN must be unique for the institution, and will be checked against State Employment Insurance records one year after follow-up is completed.

In order to move a student from one CIP code to another, you must first delete the record reported under the incorrect CIP code and then re-enter the information under the correct code. Corrections to a SSN within a CIP Code may be done directly to the current student record.

**Gen** – Gender of the student (M- Male, F- Female) (Select from dropdown list.)

**Race** – Race of the student. (Select from dropdown list.)

**A** - Asian/Pacific Islander

**B** - Black

**H** - Hispanic

**I** - Native American

**W** - White

**PC** – Perkins Concentrator (checkbox): A student who has achieved Perkins Concentrator status. A Postsecondary Perkins Concentrator is a student earning 75% of the total number of credit hours required to complete a degree in a vocationally approved subject area. An Adult Perkins Concentrator is a student in an Adult program that has completed a minimum of five-hundred (500) clock hours.

**Special Population Definitions:** (checkboxes)

**DSBL (Disabled)** - Classification is defined as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

**DSDV (Economically Disadvantaged)** – Classification is defined as families or individuals who are determined to be low-income according to the latest available data from the Department of Commerce. Other indicators include Temporary Assistance to Needy Families (TANF); Food Stamps; Chapter 1, Elementary and Secondary Education Act (ESEA); free or reduced lunch, National School Lunch Act; **Pell Grant**; or Workforce Development Act (WIA) eligibility.

**NT (Nontraditional Student)** – Classification is defined as persons entering a vocational training program or occupation nontraditional to their gender. An enrollment of 75 percent (75%) of one gender is considered traditional.

**SP (Single Parent)** – Classification is defined as an individual who is unmarried or separated from their spouse and is pregnant or has sole or joint custody of a minor child or children.

**DH (Displaced Homemaker)** – Classification is defined as an individual who:

- has worked primarily without remuneration to care for a home and family and for that reason has diminished marketable skills; or
- has been dependent on the income of another family member but is no longer supported by that income, or
- is a parent whose youngest dependent child will become ineligible to receive assistance under social security; and
- is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**OB (Other Barriers)** – Classification is defined as individuals who under previous vocational legislation were considered educationally disadvantaged. *Educationally disadvantaged* means an individual who scores at or below the 25<sup>th</sup> percentile on a standardized achievement or aptitude test, whose secondary grades are below 2.0 on a 4.0 scale (where the grade “A” equals 4.0), or who fails to attain minimum academic competencies. This definition does not include individuals with learning disabilities.

**LEP (Limited English Proficiency)** - Classification is defined as an individual who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language.

**Placement** – Placement Status of the student. (Select from dropdown list.)

**EMPREL (Employed Related)** - Students who are employed full-time in the field or closely related field for which they were trained.

**EMPN-R (Employed Not Related)** - Students known to have been available for placement and who are employed in an occupation unrelated to the training received.

**CEDREL (Continuing Education Related)** - Students who are known to be unavailable for placement and are unemployed because of continuing their education in the *field* for which they were *trained*, either *full-* or *part-time*.

Exception: If the student is attending school (full- or part-time) in a field for which they *were trained*, and *employed* (full- or part-time) in a field for which they *were trained*, report the student as employed related.

**CEDN-R (Continuing Education Related)** - Students who are known to be unavailable for placement and are unemployed because of continuing their education in a field for which they *were not trained*, either *full-* or *part time*.

Exception: When the student is attending school (full- or part-time) in a field for which they *were not trained*, and *employed* (full- or part-time) in a field for which they *were trained*, report the student as “employed related.” Exception: When the student is attending school (full- or part-time) in a field for which they *were not trained*, and *employed* (full- or part-time) in a field for which they *were not trained*, report the student as “employed not related.”

**MILREL (Military Related)** - Students who have entered the military in a field for which they *were trained*.

**MILN-R (Military Not Related)** - Students who have entered the military in a field for which they *were not trained*.

**NOTEMP (Not Employed or Continuing Education)** - Students who are known to be available for employment and who are unemployed, but have been seeking employment within four weeks prior to the submission of the report. Do not report students who are continuing their education, whether full- or part-time in this column.

**NAVPLC (Not Available for Placement)** - Students who are known to be unavailable for placement. Possible reasons include illness, disability, death, loss of work permit (green card), or individual choice.

**STSUNK (Status Unknown)** - Students who cannot be located.

**ZIP Code** – 5-digit Postal Zip code for the students placement status. Employed students should report the Zip code of their place of employment. Continuing Education students should report the Zip code of their institution of continued education. Military students should report the Zip code closest to their military station. Unemployed students should report their home Zip codes. Students located outside of the United States or Status Unknown should report Zip code **99998**.

#### **Upload File Format:**

**Note:** During the 2003 reporting cycle, the FTP process will not be operational. Upload files will be emailed to DESE as attachments and uploaded by DESE. Please email the files to [togle@mail.dese.state.mo.us](mailto:togle@mail.dese.state.mo.us)



You can upload your data all at once as an electronic file. The upload process will require that the reporting institution compile all of their student information into one ASCII text file. This file will replace any data that is stored for an institution during that reporting cycle. Therefore it should include all students for that year.

**Any files that do not match DESE specifications *cannot be loaded*, and will be returned to the institution. After the file is uploaded, you must log into the DESE web application to verify the data uploaded is correct.** Institutions must also fill in the contact information on screens 2, 3, 4 and 8 if it has not already been entered. Corrections to the uploaded data can be entered through the web application. Uploaded data is entered one year at a time. A new file will **completely replace** all data previously entered for that year.

The upload file is a column delimited ASCII text file. Each field has a set number of characters and needs to be in the right place on the line. The official format definition can be found at:

[http://www.dese.state.mo.us/divimprove/coredata/ps\\_adult\\_followup.pdf](http://www.dese.state.mo.us/divimprove/coredata/ps_adult_followup.pdf)

The fields follow the same rules as above with the following comments.

1. **Each line is EXACTLY 102 characters long.**
2. **Each line will include all associated data.** This includes repeating the reporting year, the graduation year, your County District code, your School Code, the Program Type, and CIP code **for every student**.
3. **YEAR** is a **6-digit** notation of the **reporting cycle year**. For the February 2003 reporting cycle, **YEAR is '200203'**.
4. CTYDIS does not include a hyphen. Ex. '222222'
5. School is '0000' for postsecondary institutions. Adult programs report the same building number they used on the FV1 for that program.
6. GRAD\_YEAR is the 4-digit year completing the school year in which the students completed their program. For the February 2003 reporting cycle, **GRAD\_YEAR is '2002'**.
7. **CIP code includes the period.** CIP codes are two digits, a period, and then four more digits. The period *must* be included. '01.0101'
8. Last Name must be at least two characters long, and the first two characters must be alphabetic. **Spaces should be used to fill the field to 20 characters.**
9. First Name must be at least one character long and the first character must be alphabetic. **Spaces should be used to fill the field to 15 characters.**
10. **SSN must be unique.** If a student completed more than one program during the graduating year, report the student in only one program. **Do not include hyphens.** SSN is the definitive student identifier. If a student *does not have* a SSN, because they are a foreign national, use the values '999999991' through '999999999' If there are more than eight completers who do not have SSNs contact DESE.
11. Gender is one character. Report **'M' for Male and 'F' for Female**. If a students gender is in question, report their biological sex.
12. **Race is one character.** The values are listed under Race in the Requested Data Fields section of this document.



13. Population [yes/No] fields are one character and should include **'Y' for "yes" and <space> for "No."** If you cannot determine a student's status put <space>. See above for definitions of each category.
14. For Placement Status report the appropriate abbreviation listed under the Requested Data Fields section of this document. See above for definitions of each category. **Spaces should be used to fill the field to 12 characters.**
15. Zip codes should reflect placement location. See description above. Report **'99998'** for students placed outside the country, or whose status is unknown.
16. For Program Type, report the 4-digit code, listed below:
  - 0107 = Agriculture Postsecondary (PS)
  - 0207 = Business PS
  - 0307 = COE PS
  - 0407 = Marketing PS
  - 0507 = Health PS
  - 0707 = FACS PS
  - 0807 = Trade & Industry PS
  - 0110 = Agriculture Adult
  - 0210 = Business Adult
  - 0310 = COE Adult
  - 0410 = Marketing Adult
  - 0510 = Health Adult
  - 0710 = FACS Adult
  - 0810 = Trade & Industry Adult